

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b> SUBJECT <b>IN-SERVICE TRAINING</b>	EFFECTIVE DATE 01/01/2004	NUMBER 02.05.101
	SUPERSEDES 02.05.101 (02/02/98); DOM 2003-4	
	AUTHORITY MCLA 791.203; 791.501 et.seq.	
	ACA STANDARDS 2-1058; 2-1059; 3-3047; 3-3083; 3-3084; 3-3085; 3-3100; 4-4048; 4-4077; 4-4083 through 4-4089; 4-4385; 2-CO-1D-08; 1-ABC-1D-05; 3-ACRS-1C-02; 3-ACRS-1D-03; 3-ACRS-1D-09 through 13	
	PAGE 1 OF 3	

## POLICY STATEMENT:

All Department employees, including student assistants and unpaid student interns, and, if they work inside a correctional facility or field office, contractual employees, including employees of other State Departments, are required to successfully complete in-service training in accordance with the requirements set forth in this policy and the In-service Training Plan.

## POLICY:

### GENERAL INFORMATION

- A. For purposes of this policy, "Warden" includes the Administrator of the Special Alternative Incarceration facility (SAI).
- B. Exclusively represented employees are governed by their collective bargaining unit agreement where in conflict with this policy.
- C. The Office of Training and Recruitment (OTR) is responsible for coordinating all in-service training provided by Department staff to meet Department training requirements. This includes ensuring that all mandatory training, including training required to meet state or federal laws or American Corrections Association (ACA) standards, has been developed and is available to staff. It is the responsibility of the appropriate administrator to ensure that training requirements employees must meet to maintain their licensure or certification (e.g., teachers, health care professionals), and training available to meet those requirements, are identified and brought to the attention of the OTR Administrator or designee.
- D. Department staff may develop in-service training with approval of the appropriate supervisor and the OTR Administrator. The objectives of such training shall be to reinforce understanding or increase knowledge of issues related to an employee's job responsibilities or employment with the Department, or to increase familiarity with new developments in corrections. All components of training developed by Department staff, including training modules for those components, must be approved by the OTR Administrator or designee before the training is provided; however, the OTR Administrator may delegate this authority to Wardens or other appropriate supervisory staff for training developed and provided at their work site to meet the specific needs of that work site.
- E. Appropriate supervisors may offer training to their staff that is provided by agencies or individuals not associated with the Department or the State of Michigan provided the training meets the objectives set forth in Paragraph D. Such training does not require approval from the OTR Administrator prior to being offered; however, training credit for the training shall be provided only as set forth in Paragraph L.
- F. There shall be a Leadership Training Council appointed by the Director. The OTR Administrator shall chair the committee. The committee shall be responsible for recommending to the Director specialized training for managerial and supervisory employees.

### IN-SERVICE TRAINING PLAN

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 01/01/2004	NUMBER 02.05.101	PAGE 2 OF 3
-----------------------------------	------------------------------	---------------------	-------------

- G. The OTR Administrator shall maintain an In-Service Training Plan for each fiscal year, consistent with this policy and subject to the approval of the Director. The Plan shall identify the number of hours of in-service training required for all employees, which shall be based in part on the amount of offender contact the employee will have and the employee's job responsibilities. The Plan also shall identify all training that has been approved to satisfy in-service training requirements.
- H. The OTR Administrator shall ensure a copy of the In-Service Training Plan is available to each Executive Policy Team (EPT) member, Correctional Facilities Administration Regional Prison Administrator (RPA), Field Operations Administration Regional Administrator (RA) and Warden for use by their staff in determining training requirements for their employees. The OTR Administrator also shall ensure that a copy of the Plan is available to each local training officer/coordinator.

#### TRAINING CALENDAR

- I. The OTR Administrator shall ensure that a training calendar is published at least quarterly each fiscal year, setting forth the dates and locations of training offered by the Department and other State agencies which employees may attend to satisfy in-service training requirements with appropriate supervisory approval. The OTR Administrator shall ensure a copy of the training calendar is available to each EPT member, RPA, RA and Warden for use by their staff in identifying available training. The OTR Administrator also shall ensure that a copy of the calendar is available to each local training officer/coordinator.

#### EMPLOYEE TRAINING

- J. Each EPT member, RPA, RA and Warden shall ensure that the appropriate supervisors have their respective employees satisfy all in-service training requirements identified in the In-Service Training Plan for the fiscal year. Training beyond what is required in the In-Service Training Plan shall be approved only if the training is directly related to the employee's job responsibilities and is approved by the appropriate EPT member, RPA, RA or Warden. Attendance at training approved pursuant to this paragraph shall be considered part of the employee's assigned duties, and the employee shall be reimbursed for travel, meals and lodging expenses incurred during the training as set forth in the Departments of Civil Service and Management and Budget Standardized Travel Regulations.
- K. Employees also may attend training that is not determined to be directly related to the employee's job responsibilities, but must do so on his/her own time unless administrative leave is approved by the Director in accordance with PD 02.02.101 "Administrative Leave". Employees shall not be reimbursed for travel, meals or lodging expenses incurred to attend training pursuant to this paragraph.
- L. Employees shall receive training credit for all training approved pursuant to Paragraph J. Employees shall receive credit for other training attended only with the approval of the appropriate supervisor and the OTR Administrator; approval shall be granted only if it is determined that the training was intended to reinforce or improve the employee's knowledge or understanding of his/her job responsibilities or to benefit the Department. With approval of the OTR Administrator, credit received for training attended during the last or first quarter of a fiscal period may be used to fulfill training requirements for either fiscal period.
- M. The OTR Administrator shall ensure that information is available upon request to the appropriate supervisor regarding their respective employees compliance with in-service training requirements.

#### Documentation

- N. All in-service training shall be documented on an Individual Training Program Report (CAR-854). The completed form shall be submitted to the local training officer/coordinator or, in Central Office, to the OTR for entry into the Training Automated Documentation System (TADS). If the training was not conducted by Department staff, it is the responsibility of the employee attending the training to submit the completed form.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 01/01/2004	NUMBER 02.05.101	PAGE 3 OF 3
-----------------------------------	------------------------------	---------------------	-------------

- O. Employees attending training conducted by Department staff shall be requested to evaluate the training in writing. The evaluations shall be used to assist trainers and the appropriate training committee in identifying any necessary changes in the training offered. Recommendations for new training or changes in existing training shall be submitted by the training committees as set forth in PD 02.05.102 "Training Committees".

#### OPERATING PROCEDURES

- P. The OTR Administrator shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

#### AUDIT ELEMENTS

- Q. A Primary Audit Elements List has been developed and will be provided to EPT Members, RPAs, RAs, Wardens and the OTR Administrator to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

PLC:OPH:12/19/03